

WEDDINGS at the BROWNWOOD HOTEL & SPA

GUEST ROOM BLOCKS

Group room blocks are available for 10 guestrooms or more. Please contact your sales manager for availability and pricing. Complimentary parking is available for all overnight guests. Check-in time is 4:00pm and check-out time is 11:00am.

CONCESSIONS

- Menu tasting for up to four guests*
- Head table
- Dinner & cocktail tables
- Chairs
- Cake & gift table
- Escort card table
- Entertainment table
- Dance floor
- White linens & napkins
- China, flatware, and stemware
- Votive candles (3 per table)
- Hand-out of Gift Bags at check-in, when provided.
- Wedding ceremony rehearsal*
- Discounted audio visual packages

*Certain restrictions apply. Based on availability. Consult with your sales manager for details.

RECEPTIONS

BOUNTIFUL PACKAGE

HORS D'OEUVRES

Artisan Cheese Display
A choice of Four Passed Hors d'oeuvres

BUFFET

To include your selection of:
Two Salads
Three Entrées
Two Dinner Accompaniments
Artisan Bread & Butter

BEVERAGE

Coffee, Decaf, Ice Tea & Hot Tea
Champagne Toast for Head Table

GLORIOUS PACKAGE

HORS D'OEUVRES

A choice of Three Passed Hors d'oeuvres

TWO-COURSE PLATED MEAL

Artisan Bread & Butter

BEVERAGE

Coffee, Decaf, Ice Tea & Hot Tea
Champagne Toast for Head Table

LAVISH PACKAGE

HORS D'OEUVRES

Artisan Cheese Display
A choice of Four Passed Hors d'oeuvres

TWO-COURSE PLATED MEAL

Artisan Bread & Butter

BEVERAGE

Coffee, Decaf, Ice Tea & Hot Tea
Champagne Toast for Head Table
3-hour House Bar Service

GRAND PACKAGE

HORS D'OEUVRES

Artisan Cheese Display
A choice of Four Passed Hors d'oeuvres

THREE-COURSE PLATED MEAL

Artisan Bread & Butter

BEVERAGE

Coffee, Decaf, Ice Tea & Hot Tea
Champagne Toast for All
Tablesides Wine Service
3-hour premium bar service

For multiple entrée selections, place cards indicating meal choice must be provided by the group.
A customary service charge (currently 22%) and current sales tax will be added to all pricing.
Menu pricing subject to annual increase. Menu selections subject to change.

|| TERMS & CONDITIONS

SIGNAGE

Only professionally made signs are permitted in the hotel. Please speak with your sales manager for sign placement. We respectfully request a limit of one sign per room.

LOST/DAMAGED ITEMS

The hotel will not assume any responsibility for the damage or loss of any merchandise or articles left in the hotel before or after your function.

In the unlikely event that any damages to the hotel should occur as a result of your function, the contracted party shall assume responsibility and all costs associated with these damages.

PARKING

Guests attending your wedding event(s) are able to park in the hotel's parking lot complimentary and overnight guest room parking is also available.

DEPOSIT

A non-refundable deposit will be due with the signed contract. The deposit will be applied towards your final bill.

PHOTOGRAPHY

Guests who are hosting an event in the hotel have permission to use the hotel's facilities with the following requirements:

- No lighting set-up (handheld cameras with on-camera flash only)
- Hotel furniture and fixtures may not be moved.
- Photo shoot details must be relayed to your sales manager (photographer's name, number of participants, timeline) at least 2 weeks prior to shoot for final approval.
- Failure to comply may result in termination of the photo session and any future privileges.

DRAYAGE

At the hotel's discretion, any unused gift bags will be disposed of on the third business day after the event block.

DÉCOR

Arrangements for floral centerpieces, décor, rentals, and entertainment may be made through our preferred vendor list or through a vendor of your own choosing. All items must meet local fire department guidelines. The Hotel will not permit the affixing of any items to the walls or ceiling of function rooms. The Hotel does not permit open flame candles. All candles must be in enclosed containers. All décor and florals must be removed from the ballroom/hotel at the conclusion of the event.

The Hotel reserves the right of approval for all décor, displays, and exhibits. Balloons, confetti, and sparklers are not permitted.

HOTEL POLICIES

Hotel policies are subject to change without prior notification. Please speak with your sales manager for details.

MENU TASTINGS

A complimentary tasting (of up to 4 people) will be provided with a signed contract for a minimum of \$10,000 prior to tax and service charge. A sampling of 3-4 hors d'oeuvres, 2-3 first courses, and 3-4 entrees, house champagne and wine, are included in the complimentary tasting. Request for more samples or additional guests will incur additional fees. Please contact your sales manager to discuss the details of this event.

TAXES & SERVICE FEES

Room rental, food, and beverages prices are subject to 7% Florida State Sales Tax and a 22% service charge. Taxes and service charges are subject to change without notice.

|| TERMS & CONDITIONS

BEVERAGE

The Brownwood Hotel & Spa is committed to a policy providing legal, proper, and responsible hospitality. The sale and service of alcoholic beverages is regulated by the Florida State Liquor Commission. The Brownwood Hotel & Spa, as the licensee, is responsible for the administration of the sale and service of alcoholic beverages. Through these regulations, The Brownwood Hotel & Spa cannot allow alcoholic beverages to be brought into the hotel for use in banquet or hospitality functions.

The Hotel reserves the right to refuse the service of alcoholic beverages at any time to anyone. Alcoholic beverages cannot be served to anyone under the age of 21, and the Hotel will require proper identification of any guest at any time. If underage alcohol consumption is identified, the hotel reserves the right to discontinue alcoholic beverage service.

All liquor, beer, wine, and beverages must be supplied and served by the Hotel.

AUDIO VISUAL

AVmedia, Inc. is the official recommended production and rigging supplier located on site at the Hotel. AVmedia, Inc. provides a complete line of leading edge audiovisual rental equipment as well as pre-production, design, set, strike, show operator and coordination of audiovisual and production services for all hotel functions. We strongly recommend you request a competitive bid from AVmedia, Inc. Their industry experience as well as knowledge of the Hotel will enable a creative and seamless experience for your event. AVmedia will add 7% sales tax on all equipment orders placed. Labor fees and/or set up charges may also apply.

If you choose to utilize an outside audiovisual company, the Hotel's Outside Production Guidelines are available upon request. All staff of an outside audiovisual company must follow all policies as indicated in the Outside Production Guidelines to help ensure the success of your event. All outside AV companies must provide a certificate of insurance in compliance with this contract vendor terms. The client will notify the Hotel's sales manager in writing, at least 60 days prior to the start of the event, as to who their audio-visual provider will be.

AUDIO VISUAL CONTINUED

Although we do not prohibit a group from bringing in their own AV equipment, you do so at your own risk. Should an AV specialist be needed while using your own AV equipment, a minimum of a \$100/hour service fee will apply.

FOOD & ROOM SET-UP

All food, excluding the wedding cake, must be supplied and prepared by the hotel. Our published menus are for your inspiration and general reference however we would be happy to propose customized menus to meet your specific needs. Final pricing will be confirmed by your sales manager.

All food and beverage arrangements and banquet room set up requirements must be received no later than 30 days prior to the function. Food and beverage pricing cannot be guaranteed more than six months prior to the scheduled event.

The hotel is not permitted to package and release any food or beverage that is not consumed during a scheduled event or program.

The choice of entrees for groups of 25 or more cannot exceed two items. A guarantee for each entrée must be provided. The menu price is dictated by the highest priced entrée selected. The group is responsible to provide the means to identify their entrée choices for their guests.

A guaranteed number of attendees must be communicated by 12 noon at least seven (7) business days prior to your function. In the event a guarantee is not received, the original estimated attendance indicated on the event order will be prepared and billed.

The Hotel will prepare food for the guaranteed number of guests and provide seating for 3% over the guarantee. In the event that your guaranteed number of attendance decreases or increases significantly, the Hotel reserves the right to contact you to discuss the possibility of relocating your group to an appropriately sized function space.